

Dear Faculty, Staff, and Students,

Welcome to Park University's Downtown Campus. The Campus is located on the 8th and 9th floors of the Commerce Tower building at 911 Main Street.

Faculty, Staff, and Students new to the **Kansas City Downtown Campus** will need an ID card specifically issued for the Downtown Campus. ID cards, which are made between the hours of 9 AM and 6 PM Monday through Thursday and 9 AM and 5:30 PM Friday, **must be obtained no later than one week prior to the beginning of the term**. Picture identification will be required for ID card issue. To obtain new ID cards, please contact the Facilities Coordinator located in the reception area on the 8th floor. When coming to obtain an ID card, parking will be validated only for the 811 Main Garage (directions are provided below).

The Downtown ID card will allow access to the Tower Garage after 4:45 PM Monday through Friday while classes are in session.

Directions to the Downtown Campus parking locations from I-35/I-70:

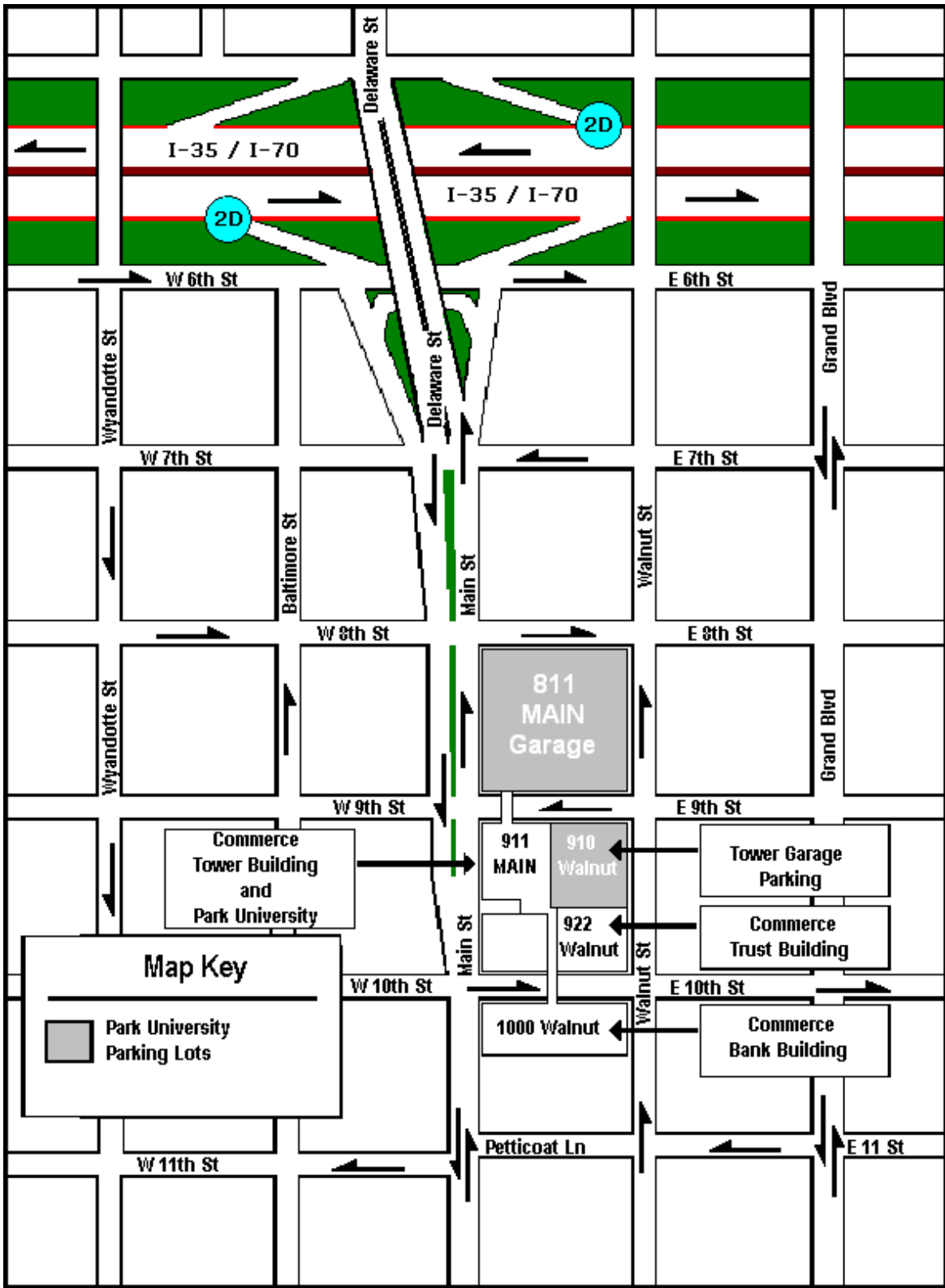
Tower Garage at 910 Walnut

1. From I-35 northbound/southbound or I-70 eastbound/westbound follow I-35/I-70 around to the North side of the downtown loop. Take Exit 2D "Delaware/Main Street".
 - a. If going West on I-35/I-70, turn left at the light at the end of the ramp. Continue South on Delaware/Main Street to Tenth Street.
 - b. If going East on I-35/I-70, turn right at the end of the ramp onto Main Street. Continue South on Main Street to Tenth Street.
2. Turn left onto Tenth Street and stay in the left lane.
3. At Walnut, make another left turn. Go North on Walnut just about half a block to the Tower Garage on the left side of the street.
4. Turn left into the garage and stop. To get a ticket from the gate system, push the green button and take the ticket. The gate will open and you can park in the garage on any space. **Do Not Park** in any spot which is marked **Reserved** or **Visitor**.
5. Take an elevator to the main floor (1st floor) of the parking garage, turn right out of the elevator, and walk up the steps on the left of the elevators. Go through the double glass doors into the Commerce Trust building crosswalk and turn right into the Commerce Tower hallway.
6. Follow the hallway to the first set of elevators (you are now on the 3rd floor of the Commerce Tower building), and come up to the 8th floor.

811 Main Garage

1. From I-35 northbound/southbound or I-70 eastbound/westbound follow I-35/I-70 around to the North side of the downtown loop. Take Exit 2D "Delaware/Main Street".
 - a. If going West on I-35/I-70, turn left at the light at the end of the ramp. Continue South on Delaware/Main Street to Eighth Street.
 - b. If going East on I-35/I-70, turn right at the end of the ramp onto Main Street. Continue South on Main Street to Eighth Street.
2. Continue through the intersection and turn left in front of the fountain into the garage entrance (watch for oncoming traffic).
3. Stop to get a ticket from the gate system, by pushing the green button. Take the ticket and park in any space, **Do Not Park** in any space which is marked **Reserved**.
4. Take the elevators to the main floor (1st floor) of the parking garage (if you parked on any other floor) and walk out the front of the garage. Turn left and cross Ninth Street. Proceed to the entrance of the Commerce Tower building, enter, and go to the elevators marked for 1-17 Floors.
5. Come up to the 8th floor.

See Map on next PAGE:



Note: Main Street is a North/South traveled street. Walnut is only a North bound street only.

All Students who are coming to the Downtown Campus for advising appointments, tutorials, or PORTFOLIO Classes are to park in **811 Main**. These students will get a validated ticket to cover parking. Other uses (i.e. studying, computer lab, internet proctoring, etc.) will not be eligible for parking validation.

All Students who are coming to the Downtown Campus for Night Classes (Starting at 5:00PM or later) are to park in **Tower Garage 910 Walnut**. These students will need to use their Downtown Park ID card (Not Parkville ID card) to get in and out **FREE**.

Park University

ID card Policies

Did you forget your Park University ID card?

Faculty, Staff, and Students who forget their ID card will be assessed a \$10.00 Parking Fee to exit the Tower Garage.

Did you loose your Park University ID card?

If you have lost your ID card for the Downtown campus you will have to purchase another card for \$15.00.

Do Not bend, or punch a hole in your ID card as it will render it inactive.

Proctored Exams:

Park University ID cards are not valid for parking when taking an Online Course Proctored Exam. If you come to the Downtown campus for a Proctored Test, parking is available on the Street. Otherwise, Paid Parking is available in the Tower Garage at 910 Walnut. CASH ONLY if you exit by 8:00 PM. Otherwise, you can pay our Facilities Coordinator for the Parking Fee.

How to use your Park University Downtown ID card:

*ID card access is not available until 4:00 PM
Monday to Friday during class sessions.*

Entering the Tower Garage:

1. Tap the Six inch grey square plate on the inbound gate with your ID card and the System should beep and raise the gate to let you into the Garage.
2. If it does not let you in, then push the GREEN button to get a Ticket.
3. Bring the Ticket to the Facilities Coordinator and he will get the ID card number and let you out when class is over if the ID card is current and active.

Leaving the Tower Garage:

Tap the Six inch grey square plate with your ID card on the parking attendant shack or the outbound gate and the System should beep and raise the gate to let you leave.